

**DIRECTIVE 31.5
RECRUITMENT AND SELECTION -
ADMINISTRATIVE PRACTICES AND PROCEDURES**

Issue Date: 06/05/2020	By Order of Chief of Police
Rescinds: (Issue 07/08/2015)	CALEA Standards Referenced: 31.5.1; 31.5.2; 31.5.3; 31.5.4; 31.5.5; 31.5.6; 31.5.7 & 31.5.8
Pages: 4	

This directive consists of the following sections:

- 31.5.1 Background Investigations**
- 31.5.2 Training**
- 31.5.3 Truth Verification**
- 31.5.4 Conducted By Certified Personnel**
- 31.5.5 Use of Results**
- 31.5.6 Medical Examinations**
- 31.5.7 Emotional Stability/Psychological Fitness Examinations**
- 31.5.8 Entry Level Probation**

POLICY AND PROCEDURE:

A job related, useful and nondiscriminatory selection process is dependant upon a number of professionally and legally accepted administrative practices and procedures. These procedures and practices significantly contribute to a more efficient, effective and fair selection process; that will result in the appointment of individuals who possess the skills, knowledge and abilities necessary for the Miami Township Police Department to provide effective services in the fulfillment of its stated mission.

31.5.1 Background Investigations

The background investigation will entail the applicant completing the Personal History Questionnaire (PHQ). The PHQ is a document which requires the applicant to answer in detail, questions relating to relatives, references and acquaintances; education; residence history; experience and employment; military service; financial history; legal history; motor vehicle operation and law enforcement information.

The background investigator will use the PHQ to verify the applicants' veracity and background through interviews with the applicant, his or her family, friends, employers, teachers, neighbors, associates and other persons who may have information bearing on the applicant's character and reputation. The investigator will:

- Verify the information given by and the qualifying credentials of the applicant;

- Conduct an in-depth review for and of any criminal record;
- Will verify and interview a minimum of three of the applicants' listed personal and professional references;
- Will verify education;
- Will verify employment history;
- Conduct a review of relevant national or state decertification resources, if available.

Thus, the background investigation's purpose is to ensure that each applicant is morally, socially and financially stable. It is essential to know if the candidate has a background that could bring discredit to the Department or the applicant after their appointment or that might otherwise compromise their ability to perform police duties.

The applicant will also be required to sign an "Authority to Release Information" which gives the background investigator the legal authority to obtain needed information.

31.5.2 Training

The Department will only use personnel who have successfully completed a course of instruction in conducting background investigations to investigate and gather information on applicants during the background investigation process.

31.5.3 Truth Verification

Candidates are provided a list of areas from which polygraph questions will be drawn. The list is given at the time of their preliminary application and again at the time the Applicant Personal History Questionnaire (PHQ) is completed.

The following is a list of possible areas from which the polygraph questions will be drawn:

- Personal Identity
- Employment History
- Military Service
- Financial History
- Legal History/Arrest Records
- Motor Vehicle Operation
- Law Enforcement Information
- Responses Given on the APHQ

31.5.4 Conducted By Certified Personnel

Polygraph examinations for applicants to the Department will be conducted only by persons trained in polygraph procedures and who possess credentials in the use and interpretation of these investigative tools. The credentials of the polygraph examiner(s) are to be on file with the Assistant to the Chief of Police.

31.5.5 Use of Results

The polygraph examination is never used by the Department as a single or sole determinant of employment status. Rather, polygraph examinations and interpretations are an investigative aid to be considered with other information, including pretest, test or post-test interviews, psychological examinations and information gathered from the background investigation.

31.5.6 Medical Examinations

The medical examination is done to assess the applicant's physical status as to his/her ability to safely perform specific types of work without risk to self, to others, or to the department. The medical examination will be conducted by a licensed health care professional. The applicant must successfully pass this phase to continue in the testing procedure. Passing criteria is based on medical, laboratory and ancillary testing. Applicants must receive the Physician's opinion that he/she has no expected limitations based on job description.

The medical examination shall include the following:

Family and Personal Health History

- EKG
- Blood Pressure Screening (Hypertension)
- Hyperlipidemia
 - Cholesterol (HDL/LDL)
 - Triglycerides
 - Glucose
- Heart Rate
- Chest X-ray
- Obesity-Body Fat Count
- Hearing Test
- Vision Test
- Drug Screen

31.5.7 Emotional Stability/Psychological Fitness Examinations

A psychological examination of highly reliable and time-proven psychological tests is administered to help determine the emotional stability and psychological fitness of a sworn applicant. The applicant must successfully pass this phase to continue in the testing procedure.

Such tests are needed to identify those applicants who might not be able to carry out their responsibilities or endure the stress of the working conditions.

Only qualified professionals will be used to administer the psychological examination and assess emotional stability and psychological fitness.

31.5.8 Entry Level Probation

Every newly hired sworn employee will be required to successfully complete a probationary period. The probationary period for new sworn employees shall begin on the first day for which the new employee received compensation from the employer and shall continue for a period of eighteen months. A probationary employee may be discharged any time during the probationary period. A probationary employee shall have no right of appeal through the grievance procedure for any disciplinary action. A probationary employee absent from work more than ten work days during their probation shall have the probationary period extended by the amount of days they are absent.

Non-sworn personnel serve a 12-month probationary period governed by Miami Township Policy and Procedure Section II, 2.7.